

CITY OF MILPITAS  
Effective: February 1998  
EEOC: Administrative  
FLSA: Exempt  
Unit: Exempt  
Physical: 1

## ASSISTANT DIRECTOR OF FINANCIAL SERVICES

### DEFINITION

Plans, organizes, and directs the risk management, investments, internal audit, management audit, performance audit, and Redevelopment Agency functions of the Department of Financial Services. Supervises and coordinates the work of staff engaged in operations related to assigned functional areas. Provides direct administrative and analytical support to the Director of Financial Services and assists in the overall management of the Department. Completes special projects as assigned.

### DISTINGUISHING CHARACTERISTICS

The Assistant Director of Financial Services is a single position management classification within the Department of Financial Services with broad financial program administration responsibilities. It is distinguished from the Director of Financial Services in that the latter has overall responsibility for all operations, functions, sections, and divisions of the Department of Financial Services, including Administration, Purchasing, Accounting Services, and Fiscal Services.

### SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Director of Financial Services. Exercises direct and indirect supervision over professional, technical, and clerical staff. The Assistant Director may be assigned the responsibility to oversee the operations of one or more of the divisions in the Department or may be assigned to directly supervise one or more of the divisions/sections and act as Department Head in the absence of the Director of Financial Services.

### EXAMPLES OF DUTIES

- Plans, organizes, directs, supervises, and evaluates Department staff, and service levels.
- Obtains, analyzes, and evaluates data as a basis for formal and objective performance of risk management, internal audit, management audit, performance audit, Redevelopment Agency, and investment functions.
- Plans, organizes, coordinates, and performs complex statistical and financial analysis and prepares financial and management reports.
- Assists in the development and implementation of the Department's goals, objectives, policies, procedures, and work standards.

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- Works with internal and external audit staff and other City staff in review of accounting and operational systems and controls. Recommends changes to improve systems and control procedures as well as operational and performance improvements.
- Develops and manages the City's investment strategy and assists in evaluating and reporting on the City's investment portfolio.
- Determines whether financial transactions are properly accounted for and fairly presented, policies laws, and regulations are complied with, assets are safeguarded against loss, resources are managed in an economical and efficient manner, records and procedures are adequate to accomplished objectives, and desired results and benefits are achieved and objectives are met.
- Makes presentations to the City Council, City Management staff, various commissions and groups, and other meetings as required.
- Provides training to assigned staff as required.
- Provides support and advice as necessary to the Director, City Manager, and other City departments as necessary.
- Administers selected major projects as determined by the Director.
- Acts as the Director of Financial Services in his/her absence. Represents the Department of Financial Services with the public, other governmental agencies, and City departments as required.
- Performs related duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

- Generally accepted accounting principles and generally accepted auditing standards as related to municipalities.
- Principles and practices of public finance administration, governmental accounting and auditing, budget preparation, program analyses, investing, debt financing, revenue and expenditure forecasting, and risk management administration.
- Principles and practices of management, supervision, training, and performance evaluation.

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- Laws, rules, regulations, and ordinances relating to local, state, and federal public finance and administration including those regulating the investment of public funds and redevelopment agency funds.
- Statistical research and reporting methods.
- Modern office practices, procedures, and equipment including computer-based financial and investment systems and current software applications.

### Ability to:

- Apply the policies and philosophy of the City to the Department of Financial Services.
- Prepare and present clear and well-organized written and oral reports to City Council, City Administration, and others as required.
- Analyze, interpret, and explain and apply laws regulating City financial accounting and reporting, and investment and borrowing of funds.
- Independently carry out complex accounting and auditing work and apply accounting principles and techniques to practical accounting, auditing, and financial situations.
- Plan, coordinate, prioritize, supervise, train, direct, and evaluate the work of others. Lead and motivate assigned staff as well as others contacted during the course of work.
- Establish and maintain effective working relationships with co-workers, City management staff, other agencies, community groups, and the general public.
- Develop and implement administrative and departmental policies, procedures, and rules.
- Analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations.
- Prepare complex financial reports and analyses.
- Effectively use automated information systems, including use of a personal computer and software applications such as word processing and spreadsheets.
- Exercise sound, independent judgment within general policy guidelines.

EDUCATION AND EXPERIENCE

Any combination of education and experience that likely would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from an accredited college or university with a Bachelors Degree in Business or Public Administration with major course work in accounting, auditing, and finance is required. An advanced degree, such as an MBA with an emphasis in finance or accounting is desirable. Such advanced degree may be substituted for two years of the required experience.

Experience:

Five years of increasingly responsible experience in auditing, accounting, budgeting, investing, and finance administration in a public agency including at least 2 years of supervising professional and technical staff.

LICENSE AND CERTIFICATE

Must possess and maintain a current Certified Public Accountant certificate.

Incumbents must be able to travel to various locations within and outside the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California Driver's License and satisfactory driving record is required.

Approved:

  
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Greg Larson, City Manager

May 13, 1992  
Date